



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

MEMORANDUM FOR ASSISTANT FOR ADMINISTRATION TO THE UNDER  
SECRETARY OF THE NAVY

SUBJECT: Charter Revision and Renewal – Ocean Research Advisory Panel

The charter for the Ocean Research Advisory Panel is approved for renewal.

While I support your desire to change the Panel's name to the Ocean Research and Resources Advisory Panel, I am unable to do so at this time. The Panel was named by Act of Congress and, as such, the Department of the Navy will have to submit an administrative change to 10 U.S.C. § 7903 to change the Panel's name.

To ensure that the Panel's work continues unabated we will publish a notice in the Federal Register announcing the Department's intention to renew the Panel's charter. Pursuant to 41 CFR § 102-3.70, my Committee Management Officer (CMO) will formally file the Panel's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

- (a) Ensuring that the Designated Federal Officer (DFO) attends all the meetings;
- (b) Ensuring that the DFO and the Panel fully comply with appropriate Federal statutes and regulations, to include DoD Instruction 5105.04;
- (c) Providing adequate support to the Panel and its membership;
- (d) Ensuring that the Panel members are appointed according to DoD policy, and they do not serve on the Panel until all personnel and ethics paperwork have been processed by the appropriate offices;
- (e) Ensuring that the Ocean Research Advisory Panel's membership is not unduly or inappropriately influenced by federal employees or any special interest;
- (f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquiries.

If you have any questions, please contact my CMO, Frank Wilson, at (703) 601-6100.

Michael L. Rhodes  
Acting Director